



The Virgin Islands Housing Finance Authority is seeking qualified applicants for the following CDBG-DR Grant Funded position for the St. Thomas/St. John District:

### **DISASTER RECOVERY ACCOUNTANT**

The Community Development Block Grant Disaster Recovery (CDBG-DR) Accountant is responsible for assisting in accurate and complete monthly reporting of all financial information pertaining to the CDBG-DR Program, including the preparation of financial statements and account analysis, including reporting in DRGR, and preparation of the HUD Quarterly Reports (QPR). This position reports directly to the Disaster Recovery Finance Manager and provides support to that position as needed.

#### **ESSENTIAL FUNCTIONS:**

- ⇒ Perform cash draw downs and prepare check requests appropriately to ensure the proper disbursement of Federal funds.
- ⇒ Reporting and inputting data into DRGR.
- ⇒ Preparation of HUD Quarterly Reports (QPR).
- ⇒ Responsible for reconciling CDBG-DR Programs related general ledger accounts, preparation of supporting schedules and record retention according to governmental policies and procedures.
- ⇒ Reviews and prepares journal vouchers on a monthly basis for accurate recording of financial transactions.
- ⇒ Compiles information and prepares reports to assist with the month-end close process and management's financial decisions.
- ⇒ Assist with the maintenance of subsidiary ledgers and prepares reports to validate general ledger balances.
- ⇒ Perform account analysis and prepare journal vouchers for correcting entries when necessary.
- ⇒ Identifies cash deposits requiring transfer to appropriate bank accounts and prepares check requests with general ledger coding to facilitate transfer process.
- ⇒ Reconcile bank accounts, contact bank personnel to correct errors and prepare appropriate journal vouchers to correct postings when necessary.
- ⇒ Prepares the daily cash balance report and communicate funding needs to ensure sufficient balances for the Authority's disbursements. Assist with the cash flow process.
- ⇒ Assist the Director of Accounting with the month end close process and prepare supporting schedules to validate account balances after closing.
- ⇒ Participate in the creation of schedules and reports for internal and external auditors, providing explanation and supporting documentation as necessary.

#### **EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:**

- ⇒ **Education:** Bachelor's Degree from an accredited college or university in Accounting or related field desirable.
- ⇒ **Experience:** 4-7 years of relevant work experience. Knowledge of DRGR and QPR or other Federal Reporting requirements, a plus. Equivalent combination of education and experience may be substituted.

**SALARY:** \$37,440 - \$56,160 per annum depending upon qualifications. CDBG-DR grant funded position.

#### **APPLICATION INSTRUCTIONS AND PROCEDURES:**

Interested applicants must submit an application, cover letter, resume/vitae and three (3) current professional letters of recommendation. **During the Safer at Home period, application packages will only be accepted electronically at [hr@vihfa.gov](mailto:hr@vihfa.gov).** Signed original documents will be accepted at our Office at a later date. Employment applications can be downloaded from our website at [www.vihfa.gov](http://www.vihfa.gov).

**Deadline for submittal of application package is Monday, December 7, 2020;** however, this position will remain open until filled. Incomplete application packages will not be considered. Selected candidates will be contacted for interview.

*The Virgin Islands Housing Finance Authority is an Equal Opportunity Employer*